



Event Inquiry Questions

Rep: _____

Today's Date: _____ Client: _____ Event: _____

Load-In Date & Time: _____ Rehearsal Date & Time: _____ Show Dates: _____

Location/Hotel: _____ Ballroom/Room: _____

Location of Load-in: _____ Bay Door / Double doors / Other: Please describe: _____

Expected Attendance: _____ Description of Event: _____

VIDEO

Screens: How Many: _____ Aspect Ratio: 4.3 / 16.9 Size: _____ Dress Kit & Color: _____

Front or Rear Projection: _____ Flown or Ground: _____ Where: _____

I-Mag: Yes / No How Many Cameras: _____ Graphics: _____ Supplied: _____

Stage Size: _____ Required stage: _____ Layout available: Yes / No

Video Playback: Yes / No Format: _____ Power Point: Yes / No Laptops Needed: _____

Teleprompter System needed: Yes / No How many speakers per session: _____

AUDIO

Microphones needed: Wireless Lav: _____ Podium Mic: _____ Wireless H/H: _____ Q&A: Yes / No # Mics: _____

Band: Yes / No Piece: _____ Drums: _____ Bass: _____ Keys: _____ Guitars: _____ Vocals: _____ Other: _____

Is there a stage plot for the Band: Yes / No Any special requirements: _____

Comms: Yes / No How Many.... Channels: _____ Wired: _____ Wireless: _____

LIGHTING

Stage: Moving Lights: _____ Conventional: _____ Specials: _____

Scrim: _____ Psyc: _____ Gobos Provided: Yes / No # Fixtures: _____

House: Up-lighters: _____ Specials: _____ Blinders: _____

BREAKOUTS

Breakouts: Yes / No # Room(s): _____ Attendees per Room: _____ All Same: Yes / No # Variations: _____

Video: Front / Rear - Ratio: 4.3 / 16.9 Screen Size: _____ Flown / Ground - Dress Kit & Color: _____

Audio: Microphones needed: Wireless Lav: _____ Podium Mic: _____ Wireless H/H: _____ Q&A: es / No # Mics: _____

Lighting: _____

Other: _____

Any Special Crew Requirements: _____

Your Budget: _____ Bid Due Date: _____

Notes: _____